



*Developing people, transforming performance*

# **SAFER RECRUITMENT VETTING AND BARRING POLICY**

## SCOPE AND PURPOSE

This policy concerns the recruitment and selection process for all staff. It applies to all permanent and contract employees.

Unique Training Solutions aims at all times to recruit the person who is most suited to the particular role. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience, knowledge and skills will be objectively assessed at the level that is relevant to the job and these will be clearly defined in the job description and candidate specification.

Candidates with a disability who meet the essential requirements of the post as stated in the candidate specification will be guaranteed an interview. Reasonable adjustment to the recruitment and selection process will be made to ensure that no applicant is disadvantaged because of his / her disability.

## POLICY STATEMENT

- All employees are selected in accordance with the requirements of the post.
- Appointments and promotions will be made only on the basis of the knowledge, skills and aptitude required for the vacancy. It is the aim of Unique Training Solutions that all applicants are given a fair and equal opportunity. Underpinning the process is the commitment of Unique Training Solutions to its legal duty to safeguard the welfare of young people and vulnerable adults by adopting safer recruitment practices.
- All staff will make themselves familiar with Unique Training Solutions Equality Statement and apply the principles contained in this document in their day-to-day work.
- All staff who chair recruitment and selection panels will have significant experience of recruitment and selection and will have received relevant training, including training on "safer recruitment" in accordance with safeguarding requirements. Those who consider they require updating of their knowledge or are new to the role or seek expert guidance on a particular matter should contact the Senior Leadership Team.
- It is the general policy of Unique Training Solutions that all jobs will be advertised both internally and externally, outside of any redeployment requirements. This is to ensure that adverts are accessed by appropriately wide audiences to support the promotion of equality of opportunity in the recruitment and selection process and facilitate the appointment of the most appropriate person for the job.
- Successful applicants are offered employment subject to a Disclosure and Barring Service (DBS) check, two references, verification of their Right to Work in the UK, evidence of professional and academic qualifications and medical clearance. Individuals normally cannot start work without these clearances.
- Applicants are requested to complete a confidential medical questionnaire. Full compliance with the Access to Medical Reports Act 1988 is adhered to. Applicants may, on the advice of the medical advisor, be asked to undertake a full medical examination with the Occupational Health service as a result of the information contained on the questionnaire. Any unsatisfactory medical outcome will be discussed with the medical advisor, the line manager and the individual prior to any decision regarding employment being taken.
- Recruitment and selection documentation will be kept on file for a minimum of six months.

## IDENTIFYING THE RECRUITMENT NEED

- Before any recruitment activity takes place a number of preliminary issues need to be considered by the relevant line manager.
- It is relevant to consider whether the vacancy needs filling at all or whether the work could be reorganised and performed in another, more cost-effective way.
- Consideration should also be given whether the post is still appropriate, relevant and meets the demands of the organisation. These factors will be taken into consideration prior to any recruitment process being initiated and will include a review of both the job description and the candidate specification. This is intended to ensure that Unique Training Solutions recruits the right people to the right posts in the most cost-effective way.
- Having considered those issues, in order to recruit to a vacancy in respect of a replacement or a new post a completed Request to Recruit Form, must be raised by a manager responsible for the relevant area (the manager must be at least at Curriculum Lead or, Support Manager level in the structure) and must be approved by a member of Unique Training Solutions Senior Leadership Team, as appropriate. The originator should attach an updated job description and candidate specification (template forms are available from HR) and a draft advertisement, unless it is agreed with the Head of HR that these will follow on.
- The purpose of the form is to ensure that proper authority is provided. The addition of an employee to the establishment implies financial, legal and moral commitments to that employee and to the organisation.

The Request to Recruit Form must then be signed by: -

- HR - to confirm the salary scale and check the job description/candidate specification   ○  
Finance – to establish costing implications.
- If the post currently exists in the establishment and the request is for a replacement the form can then be sent to HR to commence the next step in the process, except in times of a recruitment review, when separate guidance shall be issued.
- If the post is new, once it has been authorised by Finance it should be submitted directly for discussion at the weekly Senior Leadership Team meeting.
- When HR receive the completed recruitment paperwork, they will contact the relevant manager and agree a recruitment schedule including the closing date for the advert, all panel members, short listing date and interview date. Normally there should be at least fourteen calendar days between the advert appearing and the closing date and then three days to allow for shortlist, and a further seven days between the interview invites being sent and the interview. Full details of the interview schedule including the selection task(s) must be agreed at this time.

## JOB DESCRIPTION AND CANDIDATE SPECIFICATION

- A job description is a clear statement of the purpose, scope and key responsibilities which constitute a particular post. All job descriptions should be in the standard organisation format.
- Every post must have a job description and candidate specification. This is used to assess the suitability for the role and communicating our expectations of the post holder – which will form the basis of the employment relationship. It is also used in the setting and monitoring of probationary objectives as well as on-going performance management.
- It is the responsibility of the relevant member of Unique Training Solutions Management Team (recruiting manager) to ensure that an updated job description is produced for appointments in their area of responsibility. Unique Training Solutions has a standard format which is used for all posts and includes: -
  - Job title
  - Grade and salary (and pro-rata fraction if part time) o Confirmation of the manager to whom the post is responsible.
  - General information concerning Unique Training Solutions and, as appropriate the
    - Department/Section
  - Description of job purpose, main responsibilities and standard general duties
  - Summary details of staff supervised.
    - Candidate specification
  - Duration of the contract (if applicable)
  - Fraction / Working hours.
- Candidate specifications should identify the skills, aptitude, knowledge and experience required to perform the job. Qualifications should be only those necessary to do the job unless candidates are recruited on the basis of future potential e.g., graduates. Personal qualities relevant to the post such as the ability to work as part of a team should also be included.
- The HR team will maintain a central file of templates for all job descriptions. Managers recruiting staff must ensure an appropriate up to date job description is held by HR prior to the commencement of a recruitment exercise.
- The Candidate specification should identify the assessment method to be used for each criterion, usually being by a combination of:
  - The application
  - The interview
  - A practical task and / or presentation
- The recruiting manager must ensure that the most appropriate assessment method is used for each criterion, with between 4 and 6 essential criteria being assessed via the application.
- As these criteria shall be used for shortlisting purposes it is important that the criteria chosen for assessment will facilitate and provide sufficient, appropriate information for this purpose.

## ATTRACTING SUITABLE CANDIDATES

It is the general policy of Unique Training Solutions that all jobs will be advertised both internally and externally. This is to ensure that adverts are accessed by appropriately wide audiences to support the promotion of equality of opportunity in the recruitment and selection process and facilitate the appointment of the most appropriate person for the job.

Exceptions to this policy will be made in the following circumstances: -

- Where the post is a result of restructuring, organisational change or a capability review of a post holder and involves redeployment of existing staff.
- Following a period of secondment to a permanent post if the initial advert made this potential outcome clear.
- Where an employee becomes disabled and the possibility of suitable alternative employment with Unique Training Solutions is sought.
- Where emergency cover is needed (Unique Training Solutions will normally recruit via an agency or CVs that may already be held on file in HR)
- Where a specific and 'hard to fill' post may need more targeted and objective recruitment methods.

The aim is for the recruitment advertisement to be seen by individuals who are appropriate for appointment. The advert must provide accurate, factual and up-to-date information about the roles and responsibilities of the post. The wording of an advertisement constitutes the start of the contract of employment.

In order to achieve the above objectives, the following basic details should be included in the advertisement and/or detailed on the website: -

- Department / Area
- Location
- Job title
- Salary, and full-time equivalent
- Initial pattern of working hours if known
- Special contract terms (e.g., temporary, fixed term, subject to funding)
- Job focusses and short precise description of tasks and brief elements of the candidate specification (in some composite advertisements this may be replaced by the job title only) Closing date for applications.
- Interview date (if possible)
- The requirement to undergo an Enhanced DBS check.
- A statement that applications will only be accepted on Unique Training Solutions standard online application form and how applicants with disabilities which entail the need for a special version of the recruitment information can obtain this.

Unique Training Solutions has a recruitment advertising style, and this is used for all recruitment advertising.

Consideration will be given to the most appropriate advertising media, in order to target the most suitable applicants.

Vacancies will be placed on Unique Training Solutions website and sent to all staff via Unique Training Solutions email addresses.

## **APPLICATIONS AND SHORTLISTING**

The HR team will co-ordinate the applications procedure. Applicants will be required to use the organisations web site for information and to submit online application forms. On request and by exception HR will send out hard copy packs.

A completed online Application Form is required from all applicants. The Equal Opportunities section of the application will not be available to the shortlisting panel. Therefore, those involved in the short-listing process will not have access to information on an applicant's age, marital status, ethnic origin, sexual preference,

religion, offender status or disability (unless that disability needs to be taken account of during the selection process itself).

Unique Training Solutions will consider applications received from ex-offenders.

Once the advert has closed, the system will generate an email to the shortlisting panel members requesting them to undertake the shortlisting. Shortlisting is expected to be completed within one week of the closing date (dependent upon the interview date) and completed via the online system.

The shortlist must be drawn up by at least 2 members of the selection panel, ideally independently of each other.

The criteria for initial selection must be consistently applied to all applicants and a quantitative scoring system shall be used.

Once all parties have shortlisted, the chair, in consultation with the panel members should then review the scores on the recruitment system. Those with the highest scores should be called to interview. Candidates may be placed on a 'reserve' interview list and then called for interview at a later date if necessary.

Care must be taken to ensure the criteria assessments are non-discriminatory and comply with current employment legislation and organisation policy and procedure. It is essential that all decisions reached are recorded and can be justified.

Once the shortlisting exercise is complete, the submitted information will be reviewed by HR before being finally confirmed. If a short-listing decision appears inconsistent or inappropriate, HR will discuss this with the recruiting manager / chair.

Unique Training Solutions is committed to interviewing all candidates with a disability who meet the minimum essential criteria for a job vacancy in line with the accreditation. Unique Training Solutions will consider all candidates' abilities and will explore reasonable adjustments to accommodate employees with disabilities.

HR will require the following information (if not previously supplied) to arrange for the selection process:

- Interview questions (generic and probing)
- Task / presentation details appropriate and reflective of the candidate specification (teaching posts must include a teaching task)
- Schedule for the day, including rooms, staff members involved etc.

Normally, candidates should have at least one week's notice of an interview date, unless this has been previously advised through the advert, included in the information pack or mutually agreed.

Interview questions should be in the standard format and indicate which candidate specification(s) they relate to. Questions concerning Safeguarding and, equality and diversity should be included and any gaps in employment probed at the interview.

All internal applicants who are not shortlisted following their application must be spoken to either by telephone or in person by a member of the Shortlisting Panel. Such applicants should be provided with the opportunity to meet with the Chair of the Panel to be advised of the reasons why their application was unsuccessful. This should be done prior to any invites being sent to shortlisted candidates.

Feedback to external candidates not successfully shortlisted is not provided.

## THE SELECTION PROCESS

Domestic arrangements i.e., room, refreshments, facilities for undertaking the task assessment etc. will be arranged by the relevant department who will advise HR of these arrangements before correspondence is sent to the candidates.

The shortlisted candidates will be notified of the date, time and place of the selection process, and advised of the schedule, including the task.

All candidates that have not confirmed their attendance 48 hours before the interview will be contacted by HR to ascertain attendance. In the event of planned non-attendance, a reserve candidate may be called to interview.

HR will arrange for selection packs to be available and emailed directly to all panel members. These will include:

- Details of applicants attending
- Timetable of interviews and task(s)
- Task(s)
- Job description and candidate specification
- Summary of the conditions of service applicable to the post
- Interview and task evaluation sheets

The selection panel should meet before the first selection stage to fully prepare the selection process. All selection processes will include a relevant task. Selection tasks should be practical and chosen to be relevant to the candidate specification and agreed with HR. Normally, teaching posts will have a teaching task included in the process. Where this includes learners, consideration should be given to the diversity of the group with the aim of there being a reasonable representation of the student body. The learners' responsibilities in the process will be explained to them in advance and this may include feedback to the selection panel but not participating in the assessment of candidates. The staff supervising the teaching task will complete a summary form.

With the exception of the tour and task, two members of staff should always be present at each stage of the selection process. Normally it will be necessary for a member of Unique Training Solutions Management Team to be the 'Recruiting Manager' and therefore to submit the shortlisting, be included in the selection process and the final decision. Wherever possible the shortlisting panel should be the same as the interview panel.

A timeframe should be allocated for all parts of the selection process. There should also be a short period between the end of one interview and the start of the next in order to complete the relevant paperwork. During the interview, gaps in employment history must be checked and questioned to adhere to safeguarding regulations. Referees should be checked, ensuring that one is from the current / most recent employer, questioning if this is not the case.

After the completion of all the aspects of the selection programme, at least one member of staff from each aspect will meet with the interview panel to discuss all applicants and complete the assessment summary and appointment decision sheets. The written reasons for appointing a particular candidate must be unambiguous.

The successful candidate will be contacted by a member of the panel and a verbal offer made. Once the appointment offer has been accepted the recruitment chair will need to enter the panel's decision onto the recruitment system to generate notifications for unsuccessful candidates and to allow HR to make arrangements to commence pre-employment checks.

Where requested, oral feedback will be provided, normally by the chair of the panel. Feedback will normally be limited to: confirming what was taken into account in making the selection decision (i.e. the interview, tasks etc. from which assessments were made); reflection on the selection criteria, identifying where the candidate performed particularly well and those criteria which were particularly relevant to them being unsuccessful; general information about the appointment process, e.g. the number of applicants, the number interviewed and whether or not an offer of appointment has been made.

All documentation should be stored confidentially and returned to HR together with the completed interview outcome form. This documentation will be kept on file for a minimum of six months.

## **REFERENCES**

References will be taken up once the applicant has given their permission and following an offer and acceptance of employment. All employment offers are made subject to the receipt of two references satisfactory to Unique Training Solutions. Two references are required, one of which should be the current or most recent employer or equivalent.

HR and the recruiting manager will monitor references received after the appointment. Where a reference is received that is considered unsatisfactory, the Assistant Principal - HR & OD or Head of HR will recommend appropriate action.

## **DBS & MEDICAL CLEARANCE**

Successful applicants will be offered employment subject to a Disclosure and Barring Service check and medical clearance. Normally, appointees cannot start work until these checks are completed. Where there is a significant operational reason a start date prior to the DBS check being received by Unique Training Solutions may be agreed subject to the completion of and duly authorised Risk Assessment Form. The risk assessment must include the comments and mitigation of the recruiting manager and must be countersigned by a member of Unique Training Solutions Leadership Team. Please see the Single Central Record procedure for further details.

Unique Training Solutions is classified as a 'specified establishment providing regulated activity'. This requires all staff, regardless of their role, to have an enhanced DBS check.

Prior to the DBS process, individuals are required to read the Standard/Enhanced Check Privacy Policy, which is accessed at: <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacypolicy>

Applicants are requested to complete a confidential medical questionnaire. Full compliance with the Access to Medical Reports Act 1988 is adhered to. Applicants may, on the advice of the medical advisor, be asked to undertake a full medical examination with the Occupational Health service as a result of the information contained on the questionnaire. Any unsatisfactory medical outcome will be discussed with the medical advisor, the line manager and the individual prior to any decision regarding employment being taken.

## **ASSOCIATE/CONTRACT STAFF**

All agency staff appointments must be processed via HR and authorised by a member of Unique Training Solutions Leadership Team, as appropriate. HR will manage the selection process with the appropriate manager.



An associate/contract worker cannot commence at Unique Training Solutions until HR have received and verified as satisfactory the vetting information from the agency. Managers, if not advised by HR, must not arrange for an agency worker to commence. All vetting information will be added to the Single Central Register.

All associate/ contract worker personnel must undertake a photographic identity check in HR on their first day at Unique Training Solutions. Managers should arrange for the agency worker to be escorted to HR on their first day of engagement and before student / classroom contact.

## **START OF EMPLOYMENT AND INDUCTION**

Once all vetting checks have been received and verified HR will liaise with the recruiting manager to confirm the preferred start date.

HR will set the employee up onto the HR database in advance of their first day of employment to allow logins to be available on the first day of employment, wherever possible.

On the employee's first day they should be met in Reception by the Recruiting Manager or appropriately nominated person and taken to the department for team introductions. The Induction checklist will be sent to the Recruiting Manager which should be used accordingly to the tasks and timescales set out.

HR will need to meet with the employee on their first day, to provide general employee information.

HR will send out appropriate induction material via email to all new employees including details of mandatory training and the required timescales for completion.

## **Data Protection**

The organisation processes personal data collected during the recruitment process in accordance with its data protection policy. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job.

Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.

## **Policy statement on the recruitment of ex-offenders**

It is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Unique Training Solutions complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

Unique Training Solutions undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), Unique Training Solutions can only ask an individual about convictions and cautions that are not protected.

Unique Training Solutions is committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. Unique Training Solutions actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Unique Training Solutions selects all candidates for interview based on their skills, qualifications and experience in relation to the requirements of the post.

For all positions, the recruitment information will contain a statement that a DBS check will be requested in the event of the individual being offered the position. As a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We guarantee that this information is only be seen by those who need to see it as part of the recruitment process.

We ensure that all those who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance of the offence in relation to the position applied for. We also ensure that they receive appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check submitted to DBS aware of the existence of the Code of Practice and has a copy available on request.

Unique Training Solutions undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an individual from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

**REFERENCE REQUEST Applicant Name:****Date of Reference Request:**

The above person has applied for a job with Unique Training Solutions and has provided your details as someone who may provide a reference for them. I would be grateful if you would provide whatever details you feel able to according to the criteria below.

Company		Position Held	
Start Date		Leave Date	Salary

Please provide a grade for this person

5 Excellent  1 Poor

	5	4	3	2	1
Honesty and integrity					
Attitude to work					
Ability to meet targets and objectives					
Relationship with others					
Reliability					
Competence in role					
Team working					
Calmness under pressure					
General character					
Attendance					
How would you rate the suitability of this person to a Head of Customer Success role?					
Are there any safeguarding concerns with this individual that you are aware of?	Yes / No				

Would you re-employ this person Y/N if No please state the reasons.

Any other comments you would like to make about this individual:

Name of Referee:

Position:

Signature:

Date:

## DBS STORAGE AND RETENTION PROCEDURES

### GENERAL PRINCIPLES

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Unique Training Solutions complies fully with the Code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### STORAGE AND ACCESS

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Handling In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorized to receive it in the course of their duties. We maintain a record of all those to whom certificates, or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it. To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may retain the certificate until the next inspection. Once the inspection has taken place the certificate should be destroyed in accordance with the Code of Practice.

### HANDLING OF DBS CERTIFICATE INFORMATION

#### Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

#### Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e., by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g., waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, unique reference number of the certificates and the details of the recruitment decision taken.